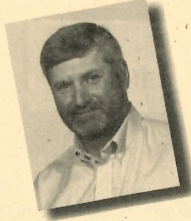


Hours of Work

Reprinted with permission from SAFAGRAM March/April 2005



by Ed Logue

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As the demand on instructors' time at SAIT becomes more and more unreasonable, it is important that instructors have an understanding of how much work they are required to perform in order to fulfill their obligation to the Employer. Work is not open-ended. There is a limit to how much work can be demanded of an academic staff member.

How many hours is an instructor required to work?

The answer to this question can be found in Sub-section 35.01 of the Collective Agreement which states that "The normal hours of work for academic staff members in the Instructor category shall not exceed 40 hours per week or the equivalent on a monthly or annual basis..."

Simply put, an instructor's normal hours of work are not to exceed 40 hours a week. Since instruction is not a nine-to-five type of job, an instructor will often have to work more than 40 hours a week. Sub-section 35.01 allows an instructor who has worked more than 40 hours in one week to work less than 40 hours in the following week, or if an instructor normally works more than 40 hours a week during the two semesters, they would then work less than 40 hours a week in May and June.

The Association is aware of instructors who have been told that they owe the Employer 40 hours a week during May and June. This would be true only if the instructor had worked no more than 40 hours a week during the other eight months.

It is advisable for instructors to keep a record of all of the hours they have worked in order to verify that they have worked approximately 40 hours a week over the academic year.

When can classes be scheduled?

Classes can be scheduled at any time between 8:00 AM and 6:00 PM in a given day. This emphasizes the need for Sub-section 35.01 and also explains why the Collective Agreement does not mention an 8-hour day. The maximum number of class contact hours that can be assigned to an instructor on any given day is 6 hours.

What is a regular workday?

There is no reference to a regular workday in the Collective Agreement. An instructor's workday will vary depending on when their classes are scheduled, as well as the time required for preparation, evaluation, and all of the other duties that go into a smoothly run class environment.

Can an instructor work from home?

The Collective Agreement is silent on this contentious issue. Most instructors do a great deal of work at home. This work would include the class preparation you do in the evenings as well as the exams you mark on the weekends. (Remember these hours count toward your 40 hours a week under Sub-section 35.01).

At this time, the employer is insisting that instructors are to be at SAIT during the work week. ⇄

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PRESIDENT'S MESSAGE



by Ceril Kenny

I recently attended an ACIFA meeting where there were participants from most of the member colleges and institutes in ACIFA. The member from one of the northern colleges made the comment that faculty and staff turnover at his college runs at about 30% per year. I'm not sure what the turnover is at SAIT, but I think that we are coming to the point where there are a number of faculty and staff who are at, or close to, retirement age.

What happens when there is a large turnover of employees, either as a result of economic conditions (as in Fort McMurray) or high retirement numbers? What factors make employees want to stay in a workplace? What factors make a workplace attractive to employees?

The workplace is attractive for a variety of reasons, but for the vast majority of instructors, working with students is high on the list. Certainly, the number of vacation days might be another reason. What about flexibility? We all know that teaching a full instructional load is not an eight-hour/day job. Some days/weeks/months/semesters are much more workload intensive than others.

How could the issue of flexibility be dealt with in the Collective Agreement? Section 35.01 Hours of Work states that "The normal hours of work for academic staff members in the Instructor category shall not exceed 40 hours per week or the equivalent on a monthly or annual basis and for

academic staff members in the Librarians and Educational Counsellors categories shall not exceed 36 1/4 hours per week or the equivalent on a monthly or annual basis." Further, Section 36.08 (b) Workloads - Instructors addresses the class contact hours in any given week averaged over a 16-week period.

These two sections in the Collective Agreement acknowledge that workload can vary during segments of an academic year, but there is also recognition of the work hours being averaged over an extended period of time. So, is there flexibility in our workplace? I think so. For some employees, flexibility might mean working from home on days when there are no classes to teach or meetings to attend.

Are there ways of making the workplace more attractive for retention of employees? Creating more flexible working conditions is one way, but faculty could probably think of many more ways, I'm sure. Are there measures already in place to deal with some of these ways? Absolutely! But consultations to address other possibilities would be beneficial. We live in interesting times in a super-charged economy that may require some innovative thinking for attraction and retention of employees. ♦♦

SAFAGRAM

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Printed by

Quick Print Graphic Services

SAFAGRAM is published by the SAIT Academic Faculty Association (SAFA) five times a year on or about the first days of October, December, February, April, and June. Deadline for submissions is the 10th of the month preceding publication. Send submissions to SAFAGRAM, care of the SAFA office, N201 or e-mail submissions to luda.paul@sait. Please keep submissions under 300 words, double space. Submissions may be edited for grammar, length, or content.

SAFAGRAM editorial policy, as approved by the SAFA Executive on June 14, 1995, is as follows:

1. The Editorial Board has the final say as to what is included or deleted from the newsletter.
2. Editorial Board decisions about newsletter material must be agreed to by consensus.
3. The newsletter will include a disclaimer stating that the views expressed in its content do not necessarily represent the views of the Editorial Board or SAFA.
4. All material included in the newsletter must
 - be signed by the author when submitted to the editors but anonymity may be requested and granted for printing.
 - be based on "reasoned argument" if personal criticism is used.
 - not involve name-calling.
 - not include sexist, racist, or homophobic comments.
 - be related to SAIT, although this will be interpreted broadly.

The views expressed in SAFAGRAM do not necessarily represent the views of the Editorial Board or SAFA.

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LIBRARY REPORT



by
Dave Weber (284-8476) and Nora
Robinson (210-4073)

⇒ **New Look for the Library Catalogue**

Under the "Search Library Resources/Services" area of the Library website, our new Library Catalogue interface went live in stages after the Family Day holiday in February. Layout and design work will change periodically over the next few months. The new user interface provides readers with a different view of the Library items and services. This new interface will allow us, as we customize the look and feel, to provide better, clearer, and more complete information for you, the user. Book covers and tables of contents, where available from the publisher, will appear in the catalogue. We are also continuing to add more e-book materials and on-line journals monthly.

⇒ **Exhibits**

The Library hosted the annual Photojournalism Student Exhibit during February and March. Fifteen second-year students displayed photos ranging from sports to world travel locations.

In March, we had another art display from the Alberta Foundation of the Arts (AFA) collection, "*Camera in Hand: Picturesque Images of Alberta.*" According to AFA's web site, "*Camera in Hand* examines a selection of works by artists who have not only developed different methods of photographic reproduction but also portrayed the Alberta landscape in different ways. Photographic processes vary from digital imagery to large format palladium prints. The eight artists in this exhibition have closely

observed and travelled throughout Alberta in order to capture a sense of Alberta's beauty in these picturesque photographs. This exhibition was organized to celebrate Alberta's Centennial Year, 2005. The exhibition includes 14 artworks from the AFA collection."

⇒ **Renovations**

In March, the Library entrance room renovation project concentrated on redesigning the Information Desk to enable staff to better serve students with workstation, printer, and other inquiries.

⇒ **Quick Access Computer Workstations**

Workstation access for quick look-ups or printer jobs was a challenge in the Library until a brilliant and simple idea came to the staff: raise the workstation counter level so that it would be impossible for students to sit at the workstations. The Library now has four self-regulating express workstations located at the top of the stairs.

⇒ **Magazines and Comfort**

Comfort and concentration go hand in hand in the Library. Four more lounge chairs were added to the existing eight already located in the magazine reading area. Because the Library is more than a place for academic only endeavours, we will be adding approximately fifty popular magazine subscriptions to the collection. ♦♦

Student Code of Conduct

by Alex Reed, Registrar/Director Customer Service

Have you ever encountered a situation where you know that a student has cheated on an assignment? Has your classroom ever been disrupted by threats, harassment, or inappropriate behaviour, and you're not sure how to handle it?

To support SAIT Polytechnic's core values, the Student Code of Conduct policy and procedure outlines the expectations of students. It covers the rights and responsibilities of prospective and current students to develop a positive learning environment free from disruptive behaviour. In addition, this procedure defines how SAIT Polytechnic will hold students accountable for their behaviour.

The procedure outlines and defines academic misconduct, such as plagiarism and cheating, and non-

academic misconduct, such as theft and harassment. Consequences for academic and non-academic misconduct are also clearly identified. The processes and timelines that faculty are required to follow when faced with these situations are outlined step-by-step.

If you would like more information, the **Student Code of Conduct Policy AC.3.4** and the **Student Code of Conduct Procedure AC.3.4.1** are available in **mySAIT** under the **myFaculty** and **SAIT Resources** tabs.

Training sessions pertaining to this policy will be available in the near future. ♦♦

SAFA Scholarship Acknowledgements

Award Name: SAFA Faculty Scholarship

Student Name: Elizabeth Ina ID#: _____

Program of Study: BA - Accounting Year: 2006 2nd

Please share with us your thoughts on what winning this award means to you and what you would like the donor to know about yourself. This is also your opportunity to thank the donor for this award.

I wish to thank you very much for awarding to me the SAFA Faculty Scholarship of \$1000. In the fall of 2005 semester my GPA fell because I had to work part-time in order to cover expenses. As a result of this scholarship, I will not be required to work part-time and should be able to acquire a higher GPA.

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JAN 23 2006
SAFA

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Student Signature: Elizabeth Ina Date: Jan 8, 2006

Award Name: SAIT Academic Faculty Association - SAFA

Student Name: LISA JACKMAN ID#: _____

Program of Study: EDT Year: 2nd

Please share with us your thoughts on what winning this award means to you and what you would like the donor to know about yourself. This is also your opportunity to thank the donor for this award.

Thank you for selecting me for this award. I have worked very hard here at SAIT. I have had great and knowledgeable teachers that have aided in my learning much here. I have also met some great people while playing in the intramural program. In this past Fall semester I was captain of an intramural floor hockey team. We didn't win very much but it eased our ~~our~~ minds away from studying.

Once again, I'd like to thank you for this award. It will go towards my tuition and I will be able to continue my studies with a little more stress off of my shoulders.

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Student Signature: Lisa Jackman Date: JAN 19, 2006

SAIT Trojan Athletes "Smart Jocks"

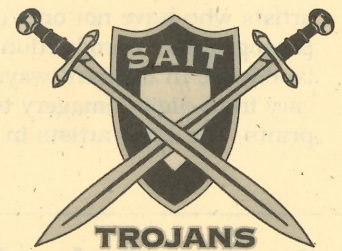
by Diane Skene

Slowly but surely, the athletes at the Southern Alberta Institute of Technology (SAIT) are dismantling the deeply entrenched and tiresome "dumb jock" image. The challenge facing all the athletes is that magic equilibrium among a variety of important commitments. As SAIT Registrar, Alex Reed states, "To find success in academics and in athletics (as with most things in life), striking a balance in managing time is absolutely critical."

The Trojans must attend classes and practices, travel to games, study on the bus and at home, strength-train, and attempt to have some family/social life. Sleeping and eating are also mandatory activities. Additional pressures are the achievement of high athletic performance as well as the setting of academic standards. The athletes are proud of their athletic success as well as their hard-earned GPA of 2.95. Eleven athletes have a 4.0. Last year, SAIT athletes had the highest GPA in the Alberta Colleges Athletic Conference.

Besides their course work and time management skills, these student athletes are learning patience, conflict

resolution, teamwork, and the value of exercise, proper nutrition, and balance in life. These are all skills that every program advisory council is looking for in potential employees. SAIT, as a whole, should be proud of the athletic and academic achievements of our athletes. They are "dumb jocks" no more. ♦♦



Get Involved – the SAFA Annual Election is on May 18, 2006!

The SAIT Academic Faculty Association (SAFA) requires the full support of all faculty members. During the past two years, the SAFA Executive Committee has not had a full slate of officers. There are nine positions and the Executive Committee has operated with eight representatives. Now is the time to step forward and offer your services for the next year and provide strong leadership for the Association.

What is the role of the SAFA Executive Committee?

The SAFA Executive Committee consists of the President, the Secretary-Treasurer, a representative of the previous Executive, and divisional representatives called Directors, all of whom have full voting rights. The positions of President and Secretary-Treasurer must be filled by faculty in full-time permanent positions. The other positions on the Executive Committee are open to all faculty members. The terms of office of the Executive member shall be one year and no member of the Executive may serve more than three consecutive full terms in the same Executive position. The position of President has an off-load from instructional duties up to 70 percent.

What is the commitment?

The SAFA Executive Committee meets every Wednesday from September to June at 3:00 p.m. A timetabling constraint has been accommodated by the Employer for the Executive Committee meetings. The members of the SAFA Executive Committee are also members of Faculty Council, and these meetings are held the first Tuesday of each month from 4:00 p.m. to 5:30 p.m.

Why does SAFA exist?

The SAIT Academic Faculty Association is mandated by the Post-Secondary Learning Act. The Act stipulates that the Association and the Board shall negotiate a collective agreement with respect to the employment of academic staff members. The Act further outlines that with respect to employment of academic staff members, an agreement contains provisions respecting at least the following matters:

- Establishment of salary and wage schedules;
- Procedures for fixing sick leave, vacation leave, leave of absence, or other leave;
- Procedures for determining conditions governing probation, term of employment, performance review, promotions, reassignment of duties, suspension and dismissal;
- Procedures respecting the settlement of differences between the parties arising from the interpretation, application, or operation of the agreement; and
- Procedures respecting the negotiation of future agreements, including procedures for the final resolution by compulsory binding arbitration, of disputes that may arise during the negotiation of future agreements.

SAFA exists to serve its members. It is easy to criticize those faculty members who have volunteered over the past several years on the SAFA Executive Committee and on the SAFA Negotiating Committee. Now is the time to do your part and let your name stand for nomination for one of the following positions:

One-Year Terms:

PRESIDENT: All members may nominate and vote.

SECRETARY-TREASURER: All members may nominate and vote.

SIX DIVISIONAL DIRECTORS: (two from each Division): Only members from the respective Divisions may nominate and vote.

NOMINEES: President and Secretary-Treasurer must be permanent full-time or part-time SAIT Academic Faculty Association members. All faculty members are eligible for nomination for the other positions.

Two-Year Terms:

THREE ACADEMIC COUNCIL MEMBERS: One from each Division for two-year terms (Sept. 1, 2006–June 30, 2008). Only members from the respective Divisions may nominate and vote.

FACULTY BOARD OF GOVERNORS REPRESENTATIVE:

One representative for a two-year term (July 1, 2006 to June 30, 2008). The faculty Board of Governors representatives also serve on, and are full voting members of, Faculty Council.

Role descriptions are available from the SAFA office. ♦♦

New Legal Duty for Workplace Health and Safety

From the perspective of workplace health and safety, the most important legal development in Bill C-45 is the new sections 217.1 of the Criminal Code which reads: "Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task."

This legal duty is similar to the general duty imposed on employees and supervisors to protect the health and safety of their workers, which is a principle contained in many provincial occupational health and safety statutes. However, the duty mandated by the Criminal Code is more onerous in two key ways.

First, the legal duty to take all reasonable precautions to prevent workplace injury and promote safe workplace practices is now expanded to anyone who directs the work of others as part of their day-to-day activities. This could include plant managers, production managers, foremen, lead hands, and, in some circumstances, co-workers. Second, Criminal Code offences, unlike offences proscribed by occupational health and safety legislation, carry the stigma and penalty of a crime, including a permanent criminal record.

"Reprinted from *LawNow* a bi-monthly magazine published by the Legal Studies Program. Subscribe online (www.lawnow.org)" ♦♦

Man, between class contact hours,
course preparation, marking assignments,
staff meetings, committee meetings,
PD seminars and what-have-you,
I'm running out of hours in the day!

Maybe you could
get your family to
chip in a few hours ...

